CPI Requirements/Timeline
2011-2012

CPI Requirement	Timeline
1. Complete *CPI Road Map*	September 29th • Participate in *CPI Road Map* training By October 14th : • Complete online version of *CPI Road Map*. Work with CPI Specialist and OFP Program Consultant as needed to complete the *CPI Road Map*. • Identify CPI Tool to be completed for 2011-2012 year (as part of *CPI Road Map*). • Review *CPI Road Map annually and update as needed.*
2. CPI *Technical Assistance* (TA) *Request Form*	Ongoing/As needed: • Consult with a *CPI Specialist* as needed for support in implementing the CPI tool. • To initiate a CPI technical assistance request, please complete the TA Request Form. This form should be used every time you make a TA request throughout the year. *A CPI Specialist will respond to your request within 2 business days.* • Confer with OFP Program Consultant regarding compliance with CPI Evaluation Requirements.
3. Implement <u>one</u> CPI tool each year (selected from a list of eligible tools for the year)	By April 30th: • Implement <u>one</u> CPI tool each year (from list of tools eligible for consideration) using the tool-specific guidelines and requirements in the CPI Tool Kit.
4. Complete *CPI Summary Form*	By June 1st : • Complete an online CPI Summary each year that addresses: completion of key CPI steps, information/data collected, lessons learned, potential changes to be made, a plan to implement the changes, and plans to re-assess the changes made. • Submit copies of completed tools your CPI Specialist and OFP Program Consultant. • Consider input from your CPI Specialist and revise CPI Summary if desired (input will be provided within 2 weeks of receipt).
5. Implement and assess changes identified through CPI process.	Starting Year 2, July 1-December 31st: • Identify desired program changes to make based on CPI data. • Implement the changes. • Assess utility of changes using CPI Road Map as a guide. • Update CPI Road Map as needed.
Confirmation of CPI Evaluation Requirement Completed	• Your OFP Program Consultant will provide you with an email confirmation that your CPI Requirement has been met for the year with instructions for submitting your CPI information in your annual Progress Report.